



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening
Director of Emergency Services
Emergency Services Department

LAST DATE TO FILE: Applications must be received in the Civil Service office by 4:30pm on **10/14/21**

SALARY: \$60,000 – \$75,000 dependent on experience.

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service Office at 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed or emailed applications will be accepted.**

VACANCY: At the present time, there is one full time opening in the Schuyler County Emergency Management Department. This position is **pending jurisdictional classification**, therefore there may be a Civil Service exam at a later date.

RESIDENCY REQUIREMENT: Incumbents in this position are required by Public Officers Law to be residents of Schuyler county upon taking office and remain so during the entire term of employment.

JOB DESCRIPTION:

The work involves responsibility for Emergency Management operations and Fire Coordinator functions EMS Coordinators functions and 911 Coordinators functions. Responsibilities include planning, organizing, training, public education, and implementing natural and emergency defense operations and programs. Also, the incumbent is responsible for planning and supervising the county programs for fire and emergency medical training and mutual aid to cope with fires, accidents and medical emergencies requiring the reservice of both paid and volunteer service. The incumbent generally assists the local fire and ambulance service. The incumbent is responsible for the operations of the 911 Center's systems and equipment, with additional responsibility for the operations of the emergency services land mobile radio system. The work is performed under the general direction of the county board of legislators in accordance with State and Federal regulations and guidelines. Supervision is exercised over the work of personnel in both programs and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the functions of departments, which have an emergency status during natural and other emergencies;
Develops programs to carry out emergency preparedness responsibilities required by law and regulations of the responsible State and Federal agencies;
Serves as the local emergency planning committee coordinator with responsibility to provide disaster planning to local industry and maintains this plan per state guidelines;
Recruits volunteers for emergency preparedness purposes from employees, public officials, and the general public; Establishes a workable and practical emergency preparedness attack warning and information system capable of receiving warning of attack, impending natural disaster or radioactive fallout and disseminating warning to key officials; Promotes emergency preparedness and other preventative activities through public speeches, the distribution of literature. use of media for public information, education and training;

Uses the services and facilities of local government officials and agencies, assigning them primary emergency preparedness responsibilities in accordance with state and federal regulations;
Coordinates filing of reimbursement claims by various municipalities in the county to state and federal agencies;
Does mitigation planning both pre- and post-disaster work as required by state OEM guidelines;
Directs Red Cross and shelter preparedness and operation;
Keeps county residents informed in matters necessary to personal and public safety in the event of attack and natural disaster;
Works with Public Health, Sheriff, local police, hospitals, fire and ambulance in plans involving mass casualty incidents; Oversees and maintains local 911 center to include updating and assigning rural house number and communications equipment and procedures;
Coordinates local mutual aid program for both fire and ambulance service and the liaison to state mutual aid program; Plans and coordinates instruction programs relative to state and local fire and EMS programs;
Plans, coordinates and participates in monthly meetings of county fire and EMS organizations and the fire advisory board;
Pursues grant requests for funds to for 911, Emergency Management and upgrade fire and ambulance service activities;
Responds to fire calls, MCI, hazardous material and natural disaster incidents and assists local incident commander; Performs duties related to Code Enforcement for County properties;
Coordinate and conduct fire safety training procedures for personnel of nursing homes, hospitals, industrial plants, stores, and public functions; Participates in fire and EMS drills and courses pertaining to mutual aid and emergency preparedness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college with at least an Associates degree in fire science or Emergency Management and three years of administrative experience involving emergency preparedness or firefighting; or
- B. Graduation from high school or possession of a high school equivalency diploma and five years administrative experience involving emergency preparedness or firefighting; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Examples of acceptable experience:

1. Chief or Assistant Chief in a volunteer company or small department or person in charge of volunteer or paid ambulance service; or
2. Battalion Chief, District Chief, Assistant Chief or Deputy Chief in a city fire department; or
3. Captain in a paid department; or
4. Deputy Emergency Management Coordinator or Deputy County Fire Coordinator

Note: Must complete Code Enforcement training program(s) as mandated within the time limits as established by Section 434-5 of Title 19 NYCRR.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: September 15, 2021